

~~TOP SECRET~~

7 November 1955

RE: USCIB request that each member review his need for each COMINT document received and reduce the number of copies received wherever possible

1. Attached are listed the COMINT documents regularly received in each division, branch, and staff of ORR. In order to achieve a reduction in the number of such documents received by ORR, it is suggested that the following questions be asked of each recipient in regard to each document received:

a. Does the recipient wish to receive every issue of the document, or would it be acceptable to have only those issues routed to him which relate directly to his field of interest (as indicated by his latest COMINT requirements list submitted to D&C Branch, (CI)?

b. Does the recipient need to receive this document immediately after its publication, or would he be willing to share a copy with another branch or branches?

c. In the future will the recipient promptly notify St/S of any documents which it no longer wishes to receive.

2. In regard to those COMINT documents which are distributed to ORR on the basis of their subject matter, the requirements of each branch should be periodically reviewed and brought up to date so that the requirements will continue to reflect the COMINT needs of the branch. The branches listed below do not appear to have up-dated their COMINT requirements during 1955. It is requested that each of these branches be asked to do either one of the following: (a) review its requirements and prepare a new COMINT requirements list for the guidance of the OGI reading panel, or (b) submit a statement that its present COMINT requirements are the same as those previously submitted.

3. Any document in the attached list for which a recipient no longer has a need should be taken from his routing, regardless of whether it has been received regularly or intermittently.

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A/U;
I/CI, I/Air, I/WH;
M/EP, M/WH, M/IF, M/P;
S/TR.

HANDLE VIA COMINT CHANNELS ONLY

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